

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3239

TITLE: JUVENILE DETENTION CENTER ADMINISTRATOR

GRADE: S-31

DEFINITION:

Under direction, plans, organizes and directs all operations of the Juvenile Detention Center; administers and implements the policies and directives established for the Juvenile Detention Center to ensure that security is maintained for the protection of staff, residents and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class. The larger span of control over both subordinates and the number of juveniles housed in the detention facility distinguishes this class from the Probation Supervisor II assigned to other residential facilities.

ILLUSTRATIVE DUTIES:

Directs all aspects of the JDC, including staff supervision, security, food services, an alternative school, laundry, medical services, maintenance and facility improvements;
Assigns work schedules and reviews performance of subordinates;
Conducts staff conferences and meetings;
Ensures that program policies and procedures adhere to State standards so that security is maintained for the protection of staff, residents and the community;
Coordinates operation of an alternate school program with the Fairfax County Public Schools;
Maintains statistical data and prepares regular reports, as required, for the state and/or County;
Informs community groups and/or agencies about the philosophy and objectives of the Juvenile Detention Center;
Plans for administrative staff to be on-call for emergency situations at the JDC;
Visits the Center at non-traditional hours to ensure compliance with policies and procedures;
Arranges and maintains agreements for services with other County agencies;
Oversees contracts for health consultants, such as the facility's physician and the teen health and sexuality consultant;
Prepares budget estimates of operating expenses, and ensures that expenditures are kept within budget allotments;
Requests and purchases supplies and equipment in accordance with County purchasing requirements;
Oversees the maintenance of the facility and equipment inventory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the policies and procedures of the juvenile justice system;
Thorough knowledge of related federal, state and local juvenile and domestic relations laws;
Knowledge of the Virginia Department of Youth and Family Services Standards;

CLASS CODE: 3239

TITLE: JUVENILE DETENTION CENTER ADMINISTRATOR

GRADE: S-31

Page 2

Knowledge of the current trends and methods of addressing delinquency and related problems;

Knowledge of, and the ability to train others in the use of, a variety of restraining devices;

Ability to plan, direct and evaluate the work of others;

Ability to recognize problems of both a physical and psychological nature as exhibited by juveniles assigned to the JDC;

Ability to develop and maintain effective working relationships with juveniles, subordinates, and state and County officials;

Ability to objectively evaluate and improve operating policies and procedures at the JDC;

Ability to speak and write effectively;

Ability to plan and direct administrative/facility maintenance tasks for the JDC.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Master's degree in social/behavioral sciences, law enforcement, or education; PLUS

Four years of professional experience in probation work, including three years in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: August 31, 2000

ESTABLISHED: November 15, 1993